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[redacted] 25X1A9a

25X1A9a

Chief, Management Staff

[redacted] 7 December 1956

Chief, O&M Staff (DD/I Area)

Work Report, Week Ending 5 November 1956

Accomplishment

1. Reviewed agenda for Suggestion Awards committee meeting of 29 November for possible further applications of suggestions in DD/I. [redacted] 25X1A9a

Assignments Active This Week

2. Project 6-71, Procedure for Reporting Conversations. At request of the DCI through the DD/I, determine format and procedure for preparing Memoranda of Conversations and relate them to other procedures for preparing Memoranda for the Record, etc. [redacted] (DCI-DD/I, 10 January) 25X1A9a

3. Project 6-45, OCR Space Study - At request of DD/I, an analysis of overcrowding in OCR and appropriate recommendations for improvement. Memorandum of completion is being typed. [redacted] (DD/S-DD/I, 7 December) 25X1A9a

4. MS-1046, Request for ELINT T/O Increase for CSI and ASO. [redacted] (10 Dec.) 25X1A9a

5. Project 5-46, Preparation of Statements of Mission and Functions of the CIA ELINT Staff Officer and other Agency participants in the ELINT Program. 25X1A9a [redacted] (ELINT Staff Officer, 3 January)

6. Project 6-24, Survey of Procedures for Insuring that Separating Employees Conclude All Business with CIA Prior to Separation. [redacted] (DD/S, 1 Jan.) 25X1A9a

7. Project 6-61, Management Audit of CIA Watch Office. [redacted] (AD/CI, 10 Dec.) 25X1A9a

8. Project 6-55, Reorganization of Acquisitions Branch, CIA Library. 25X1A9a [redacted] (15 December)

9. Project 6-56, Study of Workload Procedures, Layout and Equipment of Acquisitions Branch, CIA Library (CIA Librarian). [redacted] (15 December) 25X1A9a

10. Manpower Utilization, Combination of BR/OCR-RI. [redacted] (DD/S, 13 Dec.) 25X1A9a

Assignments Inactive This Week

25X1A7a 11. Project 6-65, Management Survey of Technical Information Unit, Editorial Branch, [redacted] (7 January*) 25X1A9a

* Deferred because of priority of Project 6-71. Request change of due date to 7 January.

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12. Project 6-54, Examination of Proposed OER Reorganization. [redacted] (AD/AR, 31 December) 25X1A9a

13. Examination of Organization and Functions of Photo Intelligence Division, OER. [redacted] (1 January) 25X1A9a

14. Assistance to DD/I in Reduction of T/O and Ceiling and Necessary Related Realignments. (Asst. to the DD/I (Admin)) [redacted] (1 Jan.) 25X1A9a

15. Assistance to Chief, Business Machines Service in determining possibilities for use of electronic computers in DD/I. [redacted] (31 December) 25X1A9a

[redacted] 25X1A9a

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